

# SERVICE LEVEL AGREEMENT 2018-2019

## Acorn Education Ltd



Inspiration  
Within  
Education

### CONTACT

Acorn Education Ltd  
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Registered 2015  
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# School / Academy Improvement : Service level agreement 2018/19

## INTRODUCTION

The aim of this Service Level Agreement between \_\_\_\_\_ school and Acorn Education LTD is to provide a high-quality service to schools with primary aged children and support you in the best possible way to raise standards.

## BENEFITS

- A package tailored to meet the needs of individual schools to drive forward improvement, strengthen capacity to improve, give ideas, advise and guidance.
  - Access to an education improvement director, alongside a wider team of associate consultants and advisors where required.
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## SERVICES OFFERED

### Full Improvement Package (16 days )

Progress boards with SLT focused on holding leaders to account on a term by term basis – x3 days

Headteacher appraisals, with governing body and head teacher -x1.5 days

Full school review of performance -x2 days

Governor preparation for inspection session -x1 day

Website compliance and report -x1 day

Head teacher self-evaluation review an support- x1 day

Middle leader preparation for inspection and self-evaluation x3 days

Pupil premium review 1.5 days

EYFS bespoke support – x 2 days

Cost: £7500 (discounted rate for this service)

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## **ADDITIONAL SERVICES WHICH MAY BE PURCHASED BY SCHOOLS**

In addition, the following services may be purchased by schools. These are currently listed under the Ofsted Framework key judgments (August 2017). They are changeable at a daily rate of £480

### **Leadership and Management**

- Performance Management – including support to governors for headteacher performance management
  - Website compliance and best practice review
- Advice on performance management / appraisal
- Needs analysis and consultancy on staffing structures and CPD
- Detailed support for school improvement planning
- Detailed data and IDSR courses and analyses
- Support for the appointment of senior staff and middle leaders
- Support for NQTs experiencing difficulties
- Leadership development program
- Support/training for Senior Leadership teams
- Attendance at governor meetings with a school improvement focus
- A supported self review – tailored to particular school priorities
- Inclusion / SEND audits
- Support for developing, writing and monitoring policies

### **Quality of Teaching, Learning and Assessment**

- Focused support for improving the quality of teaching, learning assessment in specific subject areas such as mathematics and English.
- Staff development sessions including INSET days
- Training, induction, support of Newly Qualified Teachers
- Joint observation of learning and teaching/feedback
- A joint work scrutiny and planning analysis
- Moderating Teacher Assessments (beyond statutory requirements)
- Supporting curriculum development in all subjects
  - Professional development for Teaching Assistants and Learning Support staff
    - Teaching assistant training
    - Key questioning training

### **Personal Development, Behaviour and Welfare**

- Developing the social and emotional aspects of learning
- Behaviour management
- Safeguarding audits
- Support for a school's audit of safeguarding procedures (other audits would be possible)

### **Outcomes for Pupils**

- Guidance on maximising the progress of all learners, including those for whom English is an additional language and those recently arrived from other countries
- Advice on support for vulnerable children
- Data support and analysis for all groups of pupils
  - Pupil premium review

### **EYFS ( Area of specialism from Acorn education)**

- Specialist EYFS support on teaching and learning
- EYFS outdoor environment training
- EYFS support for newly qualified teachers
- Preparation for Inspection
- Full EYFS review of performance
- Review of assessment and curriculum

### **SERVICE LEVELS**

This service level is subject to the service being provided within existing resources.

- If you contact us for advice, we aim to respond within two working day. If the query requires research or consultation we will respond within a maximum of five working days. Response times during school holidays may be longer.
- Schools will be provided with accurate, up to date advice and information, of consistent quality, in a readily accessible form. • Training courses will have clear learning outcomes. •The Acorn Education Team will undertake training to ensure that they have the necessary skills and knowledge to carry out their roles and responsibilities.

### **CLIENT SCHOOL RESPONSIBILITIES**

- Schools entering into this agreement are expected to: • Arrange support from members of the school improvement team in good time so that overall work programmes can be planned in advance. • Book on training courses as early as possible. Commit and pay to the full amount of days signed for either full package or daily sessions. If event cancelled within 5 working days the full amount will be payable.

## MANAGEMENT AND FEEDBACK ARRANGEMENTS

The SLA will be managed by the Senior Primary Director ( Matthew Potts)

Contact may be made by email or telephone at any time. ( See front sheet for details)

## DURATION OF THE AGREEMENT

12 months commencing 1 st September 2018 and terminating 30 th August 2019.

## TERMS

Additional Services (To be finalised and agreed with the school based on scale and type of activity)

£480 per full day to include all local Travel in the Coventry and Warwickshire district. Further travel will incur a cost of 0.45 pence per mile.

£240 per half day £200 Twilight (starting at the end of a teaching day - maximum 2.5 hours) £240 Evening (starting after 5.00pm -maximum 3 hours) £100 Hourly rate

## BILLING AND PAYMENT ARRANGEMENTS

All payment completed through BACS system or cheque.

Payment for Full School improvement service of 16 days will be requested annually no later than October 1<sup>st</sup>, 2018.

All daily or twilight services paid on a daily basis on completion of the satisfactory work. Invoice payments no later than one month from date of work completed.

## GDPR

Acorn Education will not store data on any child or member of staff from any school visit. All information will be anonymised where relevant. All Notes of visit and reviews will be sent to the Head teacher with password protection and encryption material.

Acorn Education Ltd Registered business No: **09730348** Registered 2015

## CONTACT

Matt Potts

Tel:[07866343522](tel:07866343522)

Email: [mattpotts1@btinternet.com](mailto:mattpotts1@btinternet.com)

Signed on behalf of Acorn Education LTD:

Date:

Name:

Position:

Signed on behalf of the school:

Date:

Name:

Position:

Full improvement package – 16 days

Bespoke support – Daily rate

Bespoke days required...

|          |       |       |
|----------|-------|-------|
| Session: | date: | Cost: |
| Session: | date: | Cost: |
| Session: | date: | Cost: |
| Session: | date: | Cost: |
| Session: | date: | Cost: |
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**Notes**